

# C.R.M. Essentials

## October 14, 2005

### AGENDA

8:30-9:00      **Registration**

#### **PART I: SETTING THE STAGE**

9:00-9:10      **Introduction** - Paint the overall picture of why the session is being held. Establish goals and objectives.

9:10-9:30      **Brief overview of office processes** - coordinating reviews, 106, State Register, New Jersey and National Register Listing, FWW, LUR.

#### **PART II: THE BUILDING BLOCKS**

9:30-10:15      **HPO Survey Form System** - Relationship of base form to attachments to eligibility worksheets, and district overlays. How to pick the correct attachments.

10:15-10:25      **Questions**

10:25-10:40      **Break**

10:40-11:00      **Doing Research at the State Museum, New Jersey State Museum Archaeological Site Registration, Artifact Curation**

11:00-11:30      **Photography & Maps**- Types of images required, composition, exposure, digital images, good location maps, site maps, and photo key maps

11:30-11:40      **Information Management** - How to organize and present your information, so that it can be easily understood.

11:40-11:50      **Questions**

11:50-12:30      **Lunch** on your own

#### **PART III: HOW TO BUILD WITH THOSE BLOCKS**

12:30-1:55      **Resource Analysis** - Evaluating historic properties. Application of the NR Criteria. Integrity. Conveying the limits of historical research.

1:55-2:10      **Public Involvement** - Interacting with the public. Notification requirements for registration program. Role of local historic preservation commissions.

2:10-2:30      **Delineating Boundaries** For a study area or for a specific historic property

2:30-2:40      **Questions**

2:40-2:55      **Break**

2:55-3:25      **Alternatives Analysis and Impact Assessment** - The need to look at alternatives. The need to document that examination. How to write the document: its constituent parts. Application of the Secretary of the Interior's Standards. Assessing Effects.

3:25-3:50      **Mitigation**

3:50-4:00      **Wrap-Up**